STATE OF MICHIGAN
DEPARTMENT OF COMMUNITY HEALTH
LANSING

JOHN ENGLER
GOVERNOR

JAMES K. HAVEMAN, JR.
DIRECTOR

November 2002

Dear Nursing Facility Provider and Billing Staff:

Please read this letter carefully as it contains important information about changes in billing Medicaid.

The Michigan Department of Community Health (MDCH), in response to the Nursing Facility industry's request, delayed its conversion to the national standard coding and claim formats until January 1, 2003. It also extended the date it would accept test claims for the Provider Acceptance Testing (PAT) process through November 30, 2002.

Many nursing facilities have still not participated in the PAT process. Provider testing is essential in assuring claims are completed correctly using the new claim formats and billing policies. Whether you are submitting paper or electronic claims testing, you need to test. Claims completed incorrectly will result in delayed payments to you. If you have questions regarding the PAT please contact Jill at (517) 335-0015 or Vicki at (517) 241-8626.

Recently our PAT team began calling facilities to provide information and encourage testing. We understand many nursing facilities are waiting for their new billing software to be installed. Even without your software, you will still benefit from attending training sessions.

Two new all-day training sessions have been scheduled:

Dates: November 20 and December 3, 2002
Place: Michigan Public Health Institute
Interactive Learning Center
2436 Woodlake Circle, Ste. 380
Okemos, MI

To Register: Call Marcia at (517) 324-7379 or Fax to (517) 324-8370 or e-mail mlynch@mphi.org

Marcia can provide driving directions, as well as the procedures for telephonic participation. Do not delay registration if you are interested in attending, as space is limited. If you plan to participate telephonically, we recommend you partner with other nursing facilities in your area and phone in from a single location as there are a limited number of phone lines available.

AGENDA

9:00am – 12:00noon: Do you know what you need to know to get paid by Medicaid?
Emphasis is on the UB-92 standard formats with focus on your billing and financial staff needs. Objectives include NF billing instructions, Medicaid policy, practical application of billing instructions during claim exercises, claim examples, common billing errors, billing tips, review of PAT and question and answer period.

12:00 – 1:00: Lunch (on your own)

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1:00– 4:00pm: Welcome to the 21ˢᵗ Century – EDI Billing and Electronic Billing
Focus is on <u>new electronic billers and prospective e-billers</u>. The afternoon is an extension of the morning session and will address the following electronic billing topics:

- access to the Data Exchange Gateway (DEG)
- billing on the 837I
- the implementation guide
- EDI syntax
- 837I and what you need to know to get paid
- review PAT
- demonstrate how to access important policy, billing and HIPAA information on the DCH web site
- question and answer period

You may attend both morning and afternoon sessions, or just one. If you or your staff has already attended training, please note this is a new training package. If you cannot participate in the new training, a copy of the updated materials can be obtained by contacting Marcia as noted above.   You may request an electronic or paper copy.

I urge you to take advantage of the training and testing opportunities being provided you. Working together, we can assure a smooth transition on January 1.

Cordially,

Carol Isaacs
Deputy Director
Policy & Legal Affairs Administration